

Job Description

Grounds Maintenance Operative (Cemeteries)



Role Profile	Operational BCP Band E
Service/Team	Bereavement
Reports to	Cemetery & Grounds Maintenance Supervisor
Responsible for	N/A
Number of posts	_
Post number	100164, 109365, 109366, 109367
Career Grade	N/A

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by positively contributing to a quality bereavement service that meets the needs of the bereaved and supports the immediate and long-term vision for the service.

Job Overview

To take an active and positive role within BCP Council's cemeteries and bereavement sites, carrying out grounds maintenance and horticultural duties, assisting with grave digging operations (both manually and mechanically), and assisting other team members with all aspects of work carried out by the Bereavement Care Team.

Key Responsibilities

- Carry out grounds maintenance operations within cemeteries, including grass cutting, hedge cutting, and other general horticultural duties as per the Cemetery Grounds Management Plan.
- Carry out grave digging operations, both mechanically and by hand, including accurate selection and marking out of grave spaces and backfilling of grave spaces following burial (training provided) that comply with industry best practice.
- Use appropriate, industry-recognised grave shoring methods and equipment (training provided) that comply with industry best practice.
- Drive and operate departmental vehicles and specialist plant and equipment, including excavators, tractors, vans, utility vehicles, breakers and ride-on mowers, and to be responsible for the basic checks, safety and cleanliness of such equipment before and after use.
- Assist with customer enquiries regarding cemetery matters and to report or escalate these enquiries to the Cemetery & Grounds Maintenance Supervisor as appropriate.
- Adhere to all Health and Safety requirements, whilst carrying out duties.
- Complete, review and update dynamic and general risk assessments as and when required.
- Complete all paperwork (both electronically and paper) associated with grave digging operations.
- Work with volunteers, seasonal staff, agency staff and apprentices in developing the service.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

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- Undertake additional responsibilities and duties commensurate with the level of the post as and when directed by the Cemetery & Grounds Maintenance Supervisor.

Specific Qualifications and Experience

Essential

- Basic numeracy and literacy skills with a good understanding of the English language both written and orally.
- Current full UK driving licence.
- Trained or qualified or working towards a City & Guilds, BTEC or NVQ qualification in commercial landscaping or horticulture (or equivalent experience).

Desirable

- Relevant certificates of competence in plant machinery operation associated with grounds maintenance and grave digging.
- PA1 and PA6 Spraying Certificate.
- Experience of working within a cemetery environment.
- Experience of commercial grounds maintenance operations or excavations.

Personal Qualities & Attributes

- Sensitive to working within a Bereavement setting and environment, and to the needs and feelings of the bereaved they may come into contact with.
- Able to work as an effective team member, assisting and supporting other teams members as and when required.
- Able to work unsupervised following a period of training and familiarisation.
- Respects equality and diversity and adopts a fair and inclusive approach with everyone.
- Open to and supportive of change and actively makes recommendations for improvement where needed.
- Committed to achieving and maintaining standards of excellence.
- Possess a high level of resilience, emotional stability and maturity in view of the working environment.
- Be physically fit to undertake prolonged periods of manual labour.

Job Requirements

- Able to work across all cemeteries and bereavement sites within the BCP area, carrying out grounds maintenance and gravedigging operations.
- Able to work outside in all weather conditions (appropriate protective clothing will be supplied).
- Able to work safely, using PPE, when undertaking duties with appropriate safety measures and equipment as detailed in the Standard Operating Procedures and Risk Assessments.

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- Able to follow daily and weekly instructions, and able to follow set working routines.
- Able to provide own transportation to sites each morning (departmental vehicles will be provided if travelling between sites during the working day).
- Able to work flexible hours at short notice during the working week.
- Comply with the requirements of GDPR and ensure the appropriate level of protection of personal information and confidentiality.
- The post holder will be required to wear the appropriate work uniform/branded clothing supplied.

Prepared by:

Liz Hall

15/05/2024

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